

Summer Village Experience

MAP, Meeting Procedures, Documentation and Roles

ASVA

October 2019

Agenda



Navigating the MAP



Finance Reporting



Documentation



Roles and Responsibilities



Questions

What is MAP?

MAP Definition

- The Municipal Accountability Program is a ministry-delivered cyclical mini-inspection program, authorized under section 571 of the Municipal Government Act (MGA), approved in 2018.

MAP Intent

- To assist municipalities in reaching legislative compliance with respect to the legislation that falls under our Minister's mandate:
 - MGA;
 - LAEA;
 - EMA; and
 - The Libraries Act.

What is MAP? Why?

- A proactive program that addresses a significant gap identified in our available services/processes;
- Fosters responsible and accountable local governments;
- Augments current voluntary processes such as regional training sessions, CAO visits, municipal corporate reviews and workshops;
- Bridges the gap between voluntary support offered by ministry and the next level of intervention or assistance.

Inspections and Setting a Threshold

- We looked at the type of legislative issues inspections identified, the size and type of municipalities and determined most inspection requests come from:
 - towns, villages, md's, and summer villages;
 - with a population of 5,000 or less.

Process

- Scheduling
- Contact
- Document request/review
- Onsite visit
 - Council meeting
 - CAO meeting
- Inter-ministry collaboration
- Ongoing communication with CAO

Reporting

- Customized report provided to Municipality;
- Requirement to respond with an action plan – 8 weeks;
- Requirement to implement action plan – 1 year;
- 2019 report covers 70 categories over 80+ pages;
- Report is not confidential, produced to be shared.

Common Legislative Gaps

Common Legislative Gaps

- Authority to Act
- Cancelling, calling, and closing council meetings
- Meetings through electronic communications
- Assessment and tax notices
- Bylaw enforcement officer bylaws

Common Legislative Gaps

- ARB/SDAB requirements
- Designated officers
- Salary and benefit disclosure for designated officers
- Mandatory bylaws
- Discretionary bylaws
- Key council resolutions
- Council meeting minutes (covered soon)

Up & Coming

- AEMA
- LAEA
 - Substitute returning officer
 - Nomination period
 - Nomination day

Financial Reporting

Financial Reporting

- 3 year Operating / 5 year Capital budget
 - Interim budget
- Financial policy
- Other
 - Borrowing
 - Reporting to Council

Council Documentation

Council Documentation

- Agenda
- Request for Decision
- Council Minutes

Roles and Responsibilities

Roles and Responsibilities

- Council
- Councillors
- Chief Elected Official (CEO)
- Deputy Chief Elected Official (DEO)
- Chief Administrative Officer (CAO)

Tips

- Procedures
 - Procedural Bylaw
 - Efficient meetings
- Roberts rules
- Citizen engagement

Questions?



Thank You!

Call us at
780-427-2225

www.alberta.ca/municipal-affairs